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MEMORANDUM FOR: Chief, Inspection and Review Staff

DATE: 26 August 1953

FROM : Assistant Chief, Inspection and Review Staff

SUBJECT : Status of O & M Service Survey of Administrative Functions Within
DD/P Complex.

1. The fact-finding phase of the management survey of SE Division administrative functions commenced 20 August and was essentially completed within SE Division on 24 August. Additional information regarding specific functions, procedures, policies, etc. is now being obtained from Logistics Office, Budget Office, and other Agency components. The undersigned has participated in essentially all interviews and conferences undertaken to date in connection with the survey. Information furnished in succeeding paragraphs is not intended to be all inclusive nor to represent, necessarily, the findings or conclusions yet to be developed by O & M Service representatives, but only to reflect the current reactions of the undersigned to data thus far obtained.

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2. Perhaps the most noticeable condition that exists within SE Division Supply Section is the fact that this element is assigned numerous administrative service type activities and functions, not necessarily related to the more technical field of logistics. Examples of these are: maintain extra pieces of office and operational equipment and supplies (e.g. typewriters, calculating machines, ~~_____~~ bond paper, desk lamps, cameras, and pamphlets) for loan or issue within the division as required; procure and hang maps within the division; compile a monthly report of expenditures for supplies by project for submission to the division budget section; process all requests for reproduction services and maintain reproduction equipment (ditto machine, photographic copying equipment) for use of division personnel; supervise and assist in connection with office moves, securing telephone service, making up space charts and office layouts, and passing out telephone directories. These miscellaneous office service functions require a considerable portion of the work time of all members of the Supply Section Staff and, in the words of the chief of the Supply Section, "Some days prevent us from getting any actual logistics work accomplished." This condition is brought about primarily because there is no separate element in the administrative staff of SE Division established for the purpose of providing such services. Consequently, the chief of the Administrative Staff has assigned these activities to the Supply Section, Personnel and Training Section or the Budget Section apparently based upon the individual qualifications of personnel assigned therein and their ability to take on the workload involved. It is probable that the O & M Service survey report will recommend that administrative service type functions be segregated from logistics functions and assigned elsewhere within the Administrative Staff to lower-grade personnel.

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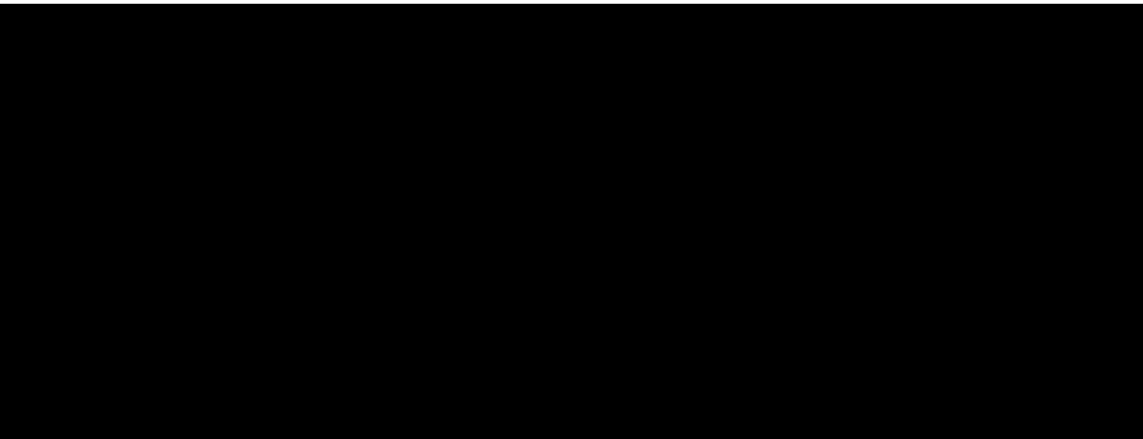
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3. A second item of significance in operations of the Division Supply Section is that considerable staff time is devoted to maintenance of rather extensive and detailed files and records, some of which unnecessarily duplicate records maintained by the Logistics Office. For example, three different records are maintained in connection with vehicles assigned to the division. In addition to duplicating each other with regard to information contained therein, these records duplicate information available from records maintained in the Logistics Office. It is probable that the O & M Survey report will recommend discontinuance of the maintenance of any current records in connection with division vehicles and that information required be obtained from the Logistics Office. Additionally, it is believed that some other files maintained in the Supply Section could be discontinued without inconvenience to operations.

4. It is apparent that the Logistics Office area coordinator has established satisfactory work relationships with SE Division personnel. It is noted, in this connection, that SE Division utilizes the area coordinator somewhat differently than is the case in EE Division. That is, SE Division permits direct contact between case officers and the area coordinator without the requirement that such contacts be made through the division Supply Section or in their presence; whereas, in EE Division all contacts between their personnel and the area coordinator were funneled through the Supply Section. Additionally, it is apparent that SE Division Supply Section does not utilize the area coordinator on routine matters which can be handled satisfactorily through direct contact of Supply Section personnel with Logistics Office.



6. The Division Supply Section has accumulated a file of commercial, Agency, Federal Supply and other catalogs for use in estimating prices prior to submission of requisitions for supplies. Supply Section representatives point out that inclusion of the price supplement in the revised Agency Supply catalog will not materially affect the need for commercial catalogs, etc., in view of the fact

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that approximately 50% of the supplies requisitioned by SE Division are not contained in the Agency catalog. Accordingly, unless some additional procedure can be developed whereby adequate price information can be furnished to the division, the Division Supply Section will continue to maintain pricing information in its files. In this connection, the procedure used by EE Division to secure pricing information is to refer such questions to the Logistics Office area coordinator who, in turn, secures price information for them from appropriate sources within Logistics Office.

7. Information was obtained to the effect that SE Division has issued instructions to its field stations that action copies of cables and dispatches concerning the transportation of personal effects and household goods will be referred directly to the Transportation Division of Logistics Office in the future, with only information copies being referred to SE Division. This instruction appears to parallel the procedure now in effect in EE Division and is believed quite desirable by SE Division Supply Section personnel.

8. O & M Service representative is now engaged in necessary analysis of facts obtained and the drafting of a report reflecting findings, conclusions, and recommendation. It is expected that a copy of the initial draft of this report will be available approximately 31 August. The next division to be surveyed is not now known to the undersigned.

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Inspection and Review Officer

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